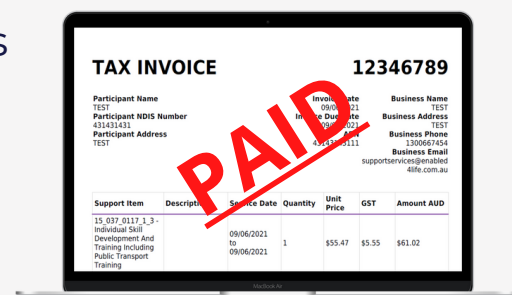


FACT SHEET: Invoicing for NDIS services

The Enabled4Life Team understand NDIS service providers like to be paid as quickly as possible. To achieve quick payment times, Service Providers **must** submit invoices with the correct information. By following the below checklist, providers can start experiencing a seamless payment experience



Provider information - Details about your business

- Provider name
- Provider ABN
- Provider registration number - where applicable
- Provider invoice number - must be unique
- Provider invoice date - Australian format DD/MM/YYYY
- Provider account name
- Provider BSB
- Provider account number
- Provider email - this will be recorded for the purpose of issuing a remittance

Participant information - Details about your client

- Participant's First and Last Name
- Participant's NDIS Reference Number
- Participant's Address

Invoice Information - Details about your service

- Support delivered from date - DD/MM/YYYY
- Support delivered to date - DD/MM/YYYY
- NDIS support item number - For example, 01_011_0107_1_1.
Always confirm how your client wishes to pay for your services in line with their Plan Managed Support Budgets
- Description of service provided
- Claim type - Standard, Cancellation, Travel, Non-Face-to-Face, Irregular SIL Supports, NDIA Report or Telehealth Services
- Unit price/hourly rate - your agreed hourly rate, in accordance with NDIS Price Guide
- Invoice total

Submit To



paymyinvoice@enabled4life.com.au

Acceptable File Formats



Tips.....

- Does my invoice contain the correct information
- Have I confirmed with my client how they wish to pay for my services
 - Has my client agreed to my fees
 - Avoid handwritten invoices where possible
- Familiarise yourself with NDIS pricing arrangements and price limits
- Email your invoice as an attachment rather than a link to your invoice
 - Include business name and invoice number in email subject

Enabled4Life NDIS Plan Management

1300 667 454